



Outspoken Cycles
The Bike Depot
140 Cowley Road
Cambridge
CB4 0DL

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www.outspokencycles.co.uk

Dear Applicant,

Application pack for the post of Events Staff (Freelance)

Many thanks for your interest in the above position. Working at Outspoken Cycles can be very rewarding and lots of fun.

We are looking for outgoing, enthusiastic people with lots of energy to join our busy Events team, helping to encourage more cycling.

We deliver a range of cycle-themed activities including Smoothie Bikes, Pedal Powered Scalextrics, Try Out Shows, Pedal Powered Cinemas and our Pedal Powered Phone Charging. We take these on the road to events such as festivals, team building days, community events, trade fairs, exhibitions and local authority events.

Please find attached some information about the role. If you think you'd enjoy this job and could share Outspoken's enthusiasm for all things cycling then please apply by completing our [online application form](#).

We will contact you within 2 weeks of receiving your application form.

Many thanks for your interest; we look forward to hearing back from you.

Yours sincerely,

Mark Searle

Outspoken Cycles

Application Pack: Events Staff (Freelance)

January 2022

Job Title:	Events Staff (Freelance)
Organisation:	Outspoken Cycles Ltd
Pay:	£13 per hour, invoiced
Location:	Cambridge with travel nationally to events
Hours of work:	Adhoc with hours varying throughout the year with the busy season running May- September, including weekends and evenings
Responsible to:	Manager
Other information:	We undertake a DBS check on all freelance Events Staff at a cost to Outspoken Cycles.

About Us

Outspoken Cycles looks to support and encourage people to cycle, helping create communities that are fitter and healthier, and so build a better urban environment for people to live and work.

At Outspoken Cycles we run a broad range of cycling services, including our Bike Maintenance Courses, mobile Dr Bike repairs, Pool bikes for businesses, fleet maintenance and traditional bike repairs.

Our cycle-themed Events have grown steadily since 2013 and we now deliver a busy programme of events up and down the country throughout the year. Clients include local authorities, event and marketing companies, businesses, schools and universities. We've travelled as far as the south of Spain and the north of Scotland, and regularly travel outside of Cambridge.

Alongside our kit we always send one or more staff to run the activity for the client. Their role is to setup the activity, liaise with the client on site, run the event (full of enthusiasm and fun!), before finally packing down and returning all the kit to the office.

Job Description

1	Events Staffing
	<ul style="list-style-type: none"> • Drive either the Outspoken vans or a hire van to event venues when required. • Carefully unload and account for all equipment • Setup the events kit as per training and instructions including safety checking bikes • Provide an engaging and enthusiastic experience for all participants, with lots of energy • Actively encourage potential participants to have a go at the activities • Disassemble and pack up the events kits as per training and instructions • Drive van back to the office and unload and clean kit as required
2	Communication
	<ul style="list-style-type: none"> • At events communicate with the clients and their representatives on site, maintaining a friendly and professional manner at all times • Communicate in a fun but always professional manner with any participants and potential participants • Communicate swiftly with the office if there are any issues
3	Health & Safety
	<ul style="list-style-type: none"> • Follow training and risk assessment & method assessments at all times • Conduct an on site risk assessment before the event starts and report any issues or near misses to the offices and in the event paperwork

Person Specification

1	Experience
	<ul style="list-style-type: none"> • Experience working at with events (desired) • Experience of coaching, teaching or presenting to children or adults (desired)
2	Communication Skills
	<ul style="list-style-type: none"> • Excellent communicator in person, able to talk to groups and demonstrate lots of enthusiasm • Good communication via emails

3	Organisation Skills
	<ul style="list-style-type: none"> • Punctual and reliable • Methodical and able to accurately complete paperwork and follow admin processes
4	Other Skills
	<ul style="list-style-type: none"> • Ability to problem solve and use initiative to resolve issues in line with our policies • Ability to remain calm under pressure
5	Other considerations
	<ul style="list-style-type: none"> • Applicants must be fit and healthy. The role requires physical work packing vans, moving kit or standing up for long periods during events as well as working outdoors in variable weather • Desirable to be over 23 and hold a full clean driving license (to be insured to drive hire vans) • Desirable to have a First Aid Qualification • Have a reasonable level of availability, ideally including weekends • Be passionate about promoting cycling as a sport, means of transport, leisure pursuit and/or healthy form of exercise (Essential)

How to apply:

If you think you'd enjoy this job and could share Outspoken's enthusiasm for all things cycling then please apply by completing our [online application form](#). Or you can request an alternative format by emailing team@outspokencycles.co.uk

We will contact you within 2 weeks of receiving your application form.